ANS Correspondence

1920

Bibliothecaire de la Societe Suisse de Numismatique
[Cailler, Henri] [Geneva, Switzerland]

November 19th, 1920

M. Henri Cailler
Bibliothecaire de la Societe Suisse de Numismatique
Avenue-Pèchet-de-Rochemont, 23
Geneve, Suisse

Dear Sir:

We have recently received the first part of Volume XXII of the Revue Suisse Numismatique. Previous to that, the latest number we have is Part I of Tome XIX.

During the war period, we did not receive your valuable Journal, and it is more than likely that ours was not sent you either. I think the Societies formerly exchanged publications. If this is not so, I should be very glad to have you send me the parts we lack - Tomes XIX, Part 2 to XXI, inclusive, together with your bill.

If you desire to renew the exchange, if you will let me know the volumes of the American Journal of Numismatics which are lacking in your files, I will very gladly send them to you.

Very respectfully yours,

Secretary

SPN/E

from original folder

Dwight Hilton Co.

This folder belongs in Transfer Volume No. Wm Walsh

The preceding folder of this number is in Transfer Vol. No. ______

ALPHABETICAL FILING.

1. Place in the file a set of Guide Cards indexed with the subdivisions of the alphabet. For a single file use 25 guides indexed from A to Z. For larger outfits we can supply guides alphabetically subdivided into sets of all sizes from 40 to 3000 A to Z, provided the quantity is a multiple of 20, as 40, 60, 80 100, etc. For such outfits we suggest the use of 40 guides to each file.

2. Write the name of firm, individual or subject on the folder using a separate folder for each heading, index said folder by placing it between the alphabetical guides.

NUMERICAL INDEXING.

3. Place in the file a set of guide cards numbered from 10 up in intervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. Number all folders consecutively then file them between the above mentioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card Cabinet with alphabetically indexed guide cards and a separate record card for each party having a folder. (Sample card especially printed for this purpose will be furnished on application.)

NOTE—It is very simple to cross-index any of the folders by using extra cards bearing the folder number and filed under titles pertaining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either on this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents and placing it in a transfer folder which in turn is placed in a transfer case numbered from 1 up. Under "Record of Transfers" be sure to enter the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once. in which case remove all the guides, folders and contents, placing them in a Vertical File Storage Transfer Case, then put a new set of guides and folders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue copy of your reply. This facilitates reference.

Folders are furnished in medium and heavy weights. For satisfaction and economy we recommend the use of heavy weight which wear well and easily stand vertically in the files.

Do not permit your supply of folders to become exhausted. They may be procured from our Agents in all large cities or our branch stores in New York City, Boston, Chicago, London.

The Globe-Wernicke Co.

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

MONTH	DAY	YEAR	NUMBER	MONTH	DAY	YEAR	NUMBER
Began using system				Oct	8	1910	